



DIVERSITY/AFFIRMATIVE ACTION BOARD

BOARD CHARTER & BYLAWS

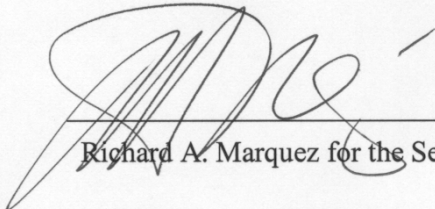
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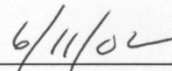
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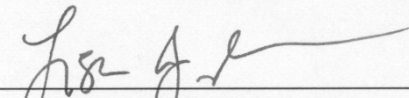
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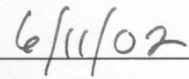
Richard A. Marquez for the Senior Executive Team



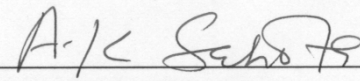
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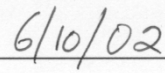
Lisa J. Gutierrez, DVO Director



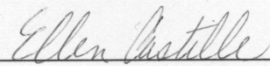
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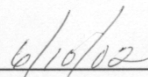
Amy K. Sahota, OEO Director



Date



Ellen Castille, Legal Review



Date

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DIVERSITY/AFFIRMATIVE ACTION BOARD CHARTER

The Laboratory defines diversity as:

“Diversity is everyone. It is all dimensions of how we identify and connect with each other in visible (race, gender, ethnic, etc.) or less visible (job level, sexual orientation, religion, etc.) ways.”

The Laboratory defines Affirmative Action as:

“Actions, policies, and procedures that are designed to achieve equal employment opportunity and with which the Laboratory is required to comply.”
[Requirements of 41 CFR Part 60-2 Affirmative Action Program]

The mission of the Diversity/Affirmative Action Board (D/AAB) is to address Diversity, Equal Employment Opportunity, and Affirmative Action issues and concerns related to Laboratory policies and practices.

A. WHY DOES THE D/AAB EXIST?

1. To help implement multicultural Laboratory strategies related to Diversity and Employment Practices.
2. To improve efficiency and effectiveness while helping the Laboratory turn ideas into multicultural institutional decisions.
3. To educate Laboratory employees and workers on Diversity and Equal Employment issues.
4. To develop multicultural suggestions for recruitment, retention, and career enhancement of the Laboratory workforce, including women and minority groups.

B. BENEFITS OF THE D/AAB INCLUDE:

1. Improving the Laboratory’s credibility in Diversity and Affirmative Action issues as it fosters one workforce with common Diversity and Affirmative Action values.
2. Expanding the existing infrastructure to better share experience, information, and resources while giving more people better access to information by opening up access to the larger Laboratory population.
3. Eliminating duplicated efforts between diversity working groups or task forces.
4. Cultivating better employee hospitality and retention.
5. Demonstrating good faith efforts of equality to the Office of Federal Contract Compliance Programs (OFCCP) and the Equal Employment Opportunity Commission (EEOC).
6. Following through on Workplace Environment Survey feedback and suggestions.
7. Boosting job productivity through enhanced productive energy.
8. Leveraging Diversity to create a competitive advantage.

9. Improving the work/life environment of Laboratory workers.
10. Developing leadership skills among Board and sub-team members.

C. WHO DOES THE BOARD SERVE?

1. Senior Executive Team, Diversity Champions, and DVO/OEO Directors
2. All Laboratory leaders
3. All Laboratory employees, including potential new hires

D. MEMBERSHIP

Board membership should be representative of as many dimensions of diversity as possible. Nominees must be employees of the University of California at LANL. Members are nominated by various groups, co-workers, or managers. Members may also be self-nominated. Members must have written approval from their supervisors to serve on the D/AAB. Except as noted in the Bylaws, members are expected to serve for 12 months and may serve no more than two consecutive terms.

When making nominations to the D/AAB, the most important characteristic nominators should look for is credibility. Nominators should also consider the following desirable characteristics or core values: trustworthiness, attention to safety and security, respect for others, teamwork, commitment to diversity, public service, and excellence.

Specific rules governing D/AAB members are located in Appendix A to this Charter: "Diversity/ Affirmative Action Board Bylaws."

D/AAB participation may consume most of the traditional 10% of an employee's time that may be devoted to non-programmatic activities. Therefore, it is highly recommended that supervisors meet with any employee seeking membership on the D/AAB who is currently a member of a Diversity Working Group (DWG) or other non-programmatic committee to discuss how membership on multiple non-programmatic committees may affect the employee's work productivity. The supervisor has the discretion to determine how much time may be spent on non-programmatic activities.

E. WHAT DOES THE D/AAB DO?

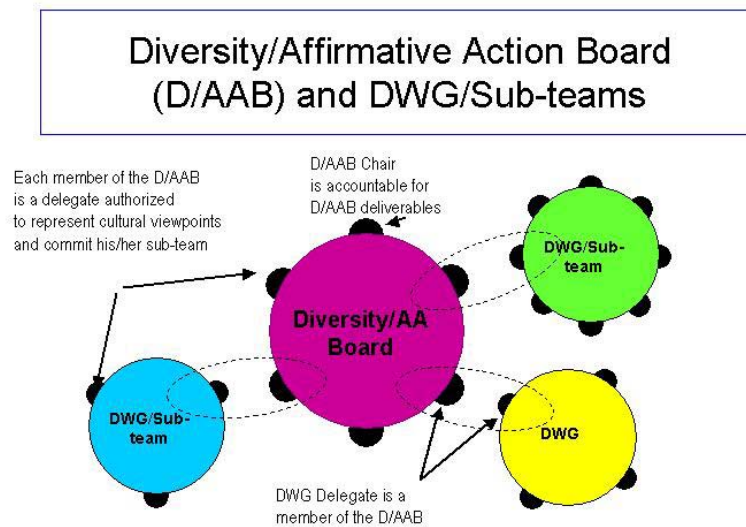
1. Owns and maintains the overall annual Diversity Events Calendar and the marketing of those events lab-wide.
2. Sponsors multicultural events (e.g., Culture Day).
3. Supports DVO/OEO goals, strategies, and initiatives.
4. Provides input on written materials that are developed for recruitment purposes.
5. Provides input to improve Laboratory procedures and practices about, for example, recruiting, mentoring, hiring, on-boarding, and Equal Employment Opportunity/ Affirmative Action.
6. Provides Diversity and Affirmative Action coaching for Laboratory leaders and peers.
7. Maintains a D/AAB Project Plan (MS Project) if needed.

8. Develops leadership skills through participation in teamwork, cultural competency, diversity, EEO/AA issues, innovation and excellence, project management, communication, and institutional processes.
9. Becomes familiar with the latest diversity developments in technology, measurement, etc., and helps share these competencies with the workforce, beginning with organizations represented by the D/AAB.
10. Subject to final approval of the DVO Director and consistent with DOE/UC requirements for allowable costs, oversees the D/AAB budget and allocates funds to support DWG and sub-team initiatives. See “G. Financial Support.”
11. Coordinates two types of sub-teams: task-focused and issue-focused.
 - a. Task-focused teams will be formed for the sole purpose of delivering certain projects or events with a clear beginning and end date. Membership of task-focused teams will consist of D/AAB members, DWG members, and others of the Laboratory workforce at large who are interested in the project or have a particular expertise in the subject. An example of a task-focused team is a team formed to organize a speaker series or coordinate LANL representation at recruiting conferences with LANL offices or functions officially tasked with recruiting.
 - b. Issue-focused teams will generate plans and ideas of more systemic issues affecting the broader Laboratory population. Membership of issue-focused teams will consist of D/AAB members, DWG members, and others of the Laboratory workforce at large who are interested in the project or have a particular expertise in the subject. Issue-focused teams might, for example, provide information or develop ideas or options to present to management, Human Resources, Office of Equal Opportunity, or other appropriate Laboratory offices concerning the challenges faced by minorities and others in the organization. The teams will be assigned a clear deliverable and an established end date.
12. Provides to the SET an annual performance report containing lists of goals and projects, a summary of results achieved, and future plans, including budget strategy and expected results.

F. DIVERSITY WORKING GROUPS

These groups will continue to function under the authority of the Diversity Office to address diversity-related issues specific to their core focus and, in effect, will operate as sub-teams to the D/AAB. The DWGs will provide diversity-related information, assistance, and suggestions to the Diversity Champions, the D/AAB, and the DVO Director. The DWGs will abide by the rules, principles, and operations governing the D/AAB as described in this document. The D/AAB will help coordinate and align individual DWG initiatives with other initiatives in the same focus area, for example, in recruitment, mentoring, educational outreach, educational opportunities, career development, and advancement. Membership will remain open to subcontractors.

G. D/AAB VISUAL REPRESENTATION



H. FINANCIAL SUPPORT

The D/AAB and existing DWG/sub-teams are eligible to receive Diversity Office funding.

Disbursement of funds by the D/AAB and its sub-teams is subject to the guidelines and procedures of DOE, UC, LANL, and the Diversity Office.

The Diversity Office is accountable for ensuring that all funding expenditures made by the D/AAB, the sub-teams, and the DWGs are allowable under LANL's contractual agreements with the DOE and permitted under UC policy.

Each DWG is responsible for monitoring its own account, so that it remains within its annual budget. Overall budget responsibility for these funds rests with the Diversity Office Director, who reserves the right to redirect funds based on overall Laboratory and DVO objectives.

Approval for disbursement of funds must be obtained in advance from the Diversity Office. This approval will ensure that the expenditure is allowable, meets DVO/OEO programmatic objectives, is consistent with Laboratory policy, and employs appropriate protocols.

I. POINTS OF CONTACT

DVO Point of Contacts: Danny Valdez and Tim Babicke

OEO Point of Contact: Amy Sahota



Appendix A: BYLAWS

DIVERSITY/AFFIRMATIVE ACTION BOARD BYLAWS

A. MEMBERSHIP

1. Each member of the D/AAB will provide a particular cultural viewpoint from his or her own perspective. Members represent specific dimensions of diversity:
 - a. Diversity Working Groups: Each of the current Diversity Working Groups (DWGs) will nominate three persons to serve on the D/AAB; two of the nominees will be chosen as described below. During the inaugural period, one representative from each DWG will serve for a period of 18 months and one will serve for a period of 12 months, ensuring continuity to the D/AAB. Subsequently, all appointments will be for 12-month terms.
 - b. Diversity Council: Under a “sunset agreement,” two members will be nominated by the Diversity Council to serve on the D/AAB. According to the sunset agreement, the Diversity Council will officially cease to exist at the time the D/AAB is fully populated and convenes for business. The two representatives will serve for one year each, but when their terms expire, they will not be replaced.
 - c. UC-LANL Workforce at Large: Additionally, six D/AAB members will be chosen at large from the UC-LANL workforce. Prospective members may be nominated by managers, co-workers, or themselves. These Board members will provide diverse perspectives. For example, they may be concerned with issues of age, disabilities, medical conditions, national origin, fair treatment of all employees, foreign nationals, and students, to name a few possibilities. Each member from the workforce at large will serve for one year.
 - d. Laboratory Management: Other members who will serve on the D/AAB include the Laboratory’s Diversity Champions, the Diversity Director, one representative from the Diversity Office, and the OEO Director.
 - e. Non-D/AAB Members: The Employee Advisory Council (EAC), the Science and Engineering Advisory Council (SEAC), and the Student Programs Advisory Council (SPAC) will each appoint one of its members to attend D/AAB meetings as non-D/AAB members and to serve as liaisons between the D/AAB and the EAC, SEAC, and SPAC.
 - f. Sub-teams: Subject to supervisor approval, sub-teams will be open to all University of California employees at LANL and to contract workers for a specific and limited time period for issue-specific or skill-specific involvement.
2. The Diversity Director, OEO Director, and Diversity Champions will make final membership selections. If the Directors and Champions cannot reach a decision together, the Diversity Director will make the final decision.

3. Membership is subject to the written approval of the prospective member's supervisor. If a member changes jobs, the member must get the written approval of the new supervisor.

NOTE: D/AAB participation may consume most of the traditional 10% of an employee's time that may be devoted to non-programmatic activities. Therefore, the DWGs are encouraged to consider time constraints carefully when they appoint their delegates to the D/AAB.

4. Members must be currently employed by the University of California at LANL. Contract employees may participate with their supervisor's written approval on sub-teams for a specific and limited time period.
5. Members may serve no more than two consecutive terms on the D/AAB.
6. To be eligible for membership, an individual must attend meetings regularly and actively participate and contribute to the D/AAB.
NOTE: Regular attendance is defined as no more than three absences during each 12-month period. Members must notify the Secretary or Chair of an anticipated absence.
7. A member may be removed from the D/AAB by a two-thirds majority vote of the remaining members or by the DVO/OEO Directors and must withdraw if his or her supervisor's approval is rescinded.
8. When a Board member leaves the D/AAB before his/her term ends, the Board member filling the vacancy will begin a new 12-month term. This method of populating the D/AAB will ensure continuity while providing fresh ideas as new members join the Board. The D/AAB Secretary will note when terms begin and end.

B. CHAMPIONS

Each Diversity Champion or his or her designee is expected to attend D/AAB meetings.

C. GUESTS

UC employees and contract workers who have something to discuss may ask to attend a meeting of the D/AAB. The following rules apply to Guests:

1. The employee/worker must find a Host. A Host can be any member of the D/AAB or its sub-teams or the DVO/OEO Directors.
2. The Host must determine that the employee/worker has a topic of interest consistent with the D/AAB mission to discuss at the meeting before inviting the employee/worker to attend.
3. The Host invites the employee/worker to be his/her Guest.
4. All Guests must be informed about the D/AAB Charter and "Section F. Principles for Working Together" in this document, and will be held accountable for understanding and following D/AAB principles and LANL institutional values, including the requirement to participate, during the meeting.
5. All Guests must be given a safety and security briefing by their Host before the meeting.

6. All Guests are to be introduced to Board Members by their Hosts before the meeting begins.
7. Hosts or Guests will be prepared to introduce the reason for attending.

D. BOARD LEADERSHIP

1. Leadership positions are:
 - a. Chair
 - b. Vice-Chair
 - c. Secretary
 - d. Treasurer
 - e. Sub-team Chairs
2. The D/AAB will elect its leadership annually. Subsequently, vacant leadership positions will be filled for the duration of the unfilled term.
3. When a vacancy occurs in any leadership position, the D/AAB elects a new person to fill that position. The Vice Chair may choose to run for the Chair position or may remain as the Vice Chair; in the interim the Vice Chair will assume the Chair's responsibilities.

E. CONDUCT OF MEETINGS

1. The D/AAB will meet bi-weekly for two hours for the first three months, and thereafter monthly for up to four hours.
2. A quorum (one-half) of the membership must be present at each meeting.
3. All decision-making is to be made by a majority of members present.
4. The D/AAB is accountable to the Diversity Director for finances, speakers, and project deliverables.
5. The Chair will publish agendas in advance for each meeting. If a delegate has an issue to address, he/she will contact the Secretary at least one week in advance to have that issue placed on the agenda.
6. Members may hold a closed "executive session" at the beginning of each meeting (if needed) for a specified period of time. This portion of the meeting, which is for members only, will be closed to Guests. The purpose of a closed executive session is to perform an organizational "health" check when needed.
7. Before the end of each meeting, the next meeting date and time will be confirmed, based on the published meeting calendar.

F. PRINCIPLES FOR WORKING TOGETHER

1. Members will demonstrate Laboratory values of trustworthiness, attention to safety and security, respect for others, teamwork, diversity, public service, and excellence.
2. Members will communicate honestly and promote a nurturing atmosphere, encouraging others to speak, to be heard, and to listen.

3. Members will trust each other and create a culture of continuous improvement and mutual support for all team decisions.
4. Members will respect differences in opinion and encourage healthy discussions on issues. Once a decision is reached, all members will speak with one voice and reflect a unified image.
5. Members will cooperate with each other and with the Diversity and Office of Equal Opportunity Directors.
6. Members will extend mutual respect and civility to each other, to the Diversity and Office of Equal Opportunity Directors, and to Guests.
7. Members will have the courage to tell and hear the truth.
8. Meetings will be conducted in an open and festive environment (celebrate differences) consistent with high-performing teams.

G. EXTERNAL SPEAKERS

Please refer to the “Guidelines for Official Visitors—Consultants” document from the Diversity Office. DVO contact: Evelyn Martinez

H. FUND-RAISING AND SOLICITATION

Funds for diversity events must come solely from the Diversity Office budget allocated to the D/AAB for diversity activities and/or from additional allocation requests made to the Diversity Office. Co-sponsorship of initiatives/activities (DVO with OEO, HR, STB, etc.) will be addressed on a case-by-case basis. Additional fund-raising is not allowed, either internally or externally to the Laboratory, as stated in the “Solicitation of Funds” Guidelines released to Administrative Directorate organizations in 2001.

I. DELIVERABLES

1. The D/AAB will publish an annual calendar of meetings and post it on the DVO/DAAB website.
2. The D/AAB will post the minutes on the website after each meeting.
3. The D/AAB will submit a yearly report to the Senior Executive Team (SET) containing lists of goals, projects, a summary of results achieved, and future plans, including budget strategy and expected results.
4. The D/AAB will also submit reports to the DVO and OEO Directors as requested.